

**First 5 Plumas  
Plumas County Children and Families Commission**

**Minutes**

**Wednesday, May 7, 2003  
9:00 a.m.- :00 .m.**

Attendees:

Commissioners: Carol Burney, Bill Dennison, Carmen Lopez, Paula Russell, and Elliot Smart

Staff: Ellen Vieira, Executive Director; Diana Conen

Public: Holly Henson, Marilyn Hoffman, Susie Kocher, Roger Nielsen, Rosie Penn, Mary Sanders, and Louise Steenkamp

**I. Introductions:**

Vice-Chairperson Russell called the meeting to order at 9:04 a.m. The Commissioners and meeting attendees introduced themselves.

**II. Public Comment:**

There were no public comments.

**III. Consent Agenda:**

Due to the lack of a quorum, Acting-Chairperson, Paula Russell, suggested that Executive Director, Ellen Vieira, give her report.

**IV. Executive Director's Report:**

Ms. Vieira referred the Commissioners to her written report for details of the past month's activities. The Oral Health screenings have been completed, with a total of 271 children being screened, and 32 referred for treatment. Two children were in need of emergency treatment, 5 had severe decay, and 40 needed follow-up treatment, or approximately 25% of the total. Referral letters advising parents to contact local dentists for treatment are being mailed. The dentists volunteered their time to perform the screenings.

In cooperation with the Literacy Program, the Child Care Planning Council, and First 5 Plumas will fund a grant writer, Cathy Rahmeyer, to write a proposal for the Even Start Grant. Notification of awards is due June 2<sup>nd</sup>.

Ms Vieira reported that administrative funding for Indian Education centers, such as Roundhouse Council, are being shifted into a block grant to be administered through school districts. Mr. Smart said that a tribal consortium might be created to administer service programs for several tribal groups. It is likely that the position of Director at the Roundhouse Council will be cut.

The State Commission (CCFC) has funded the Childcare Retention Incentives (CRI) program for an additional two years. Counties must submit a new proposal, integrating the School Readiness plan, and new requirements from the State CCFC CRI Request for Funds. The deadline for submitting the application is June 16, 2003.

Ms. Vieira said that she would be on vacation May 17 through May 30. At the June Commission meeting, Consultant Bobbie Riley will meet with the Commissioners to present the Ten-Year Financial Plan for First 5 Plumas. The Commissioners will also consider the Draft Procurement Policy that was previously presented to the Commission, the FY 02-03 budget report, and the FY 2003-04 Proposed Budget. A Public Hearing will be held on the Annual Report for 2001-2002.

#### **V. Program Development**

#### **VI. Commission Officers**

Due to the lack of a quorum, the agenda items for Program Development and Election of Officers were deferred to later in the agenda.

#### **VII. State Budget**

Ms Vieira reported to the Commissioners that she has received replies from State legislators to the letters sent regarding the State Budget crisis. Ms. Russell said that the proposal to make Head Start programs part of the Federal Department of Education has been withdrawn. The California State Legislature has acted opposing proposals that the program be shifted to the states. New testing and assessment requirements are being implemented for Head Start children. Teachers will receive additional training in early literacy and family literacy.

Mr. Smart commented that of the Governor's original realignment proposal, only small pieces would be implemented next year. But some parts of it are likely to resurface as the budget crisis continues, and the deficit grows. Term limits in the legislature have slowed the legislative process. The resulting inertia creates a stalemate between the proponents of spending cuts vs. new taxes. What is needed is a structural solution of changes in the budget process itself.

#### **III. Consent Agenda**

With the arrival of Commissioner Dennison, Ms. Russell called for a motion to approve the Consent Agenda.

MOTION: Mr. Smart, seconded by Ms. Burney, moved to approve the consent agenda.

VOTE: The motion passed unanimously.

## **VI. Program Development**

### **a. Supplantation Policy**

Ms. Vieira said that the Draft Supplantation Prohibition Policy she was presenting for approval was based largely on the Attorney General's advisory opinion. The First 5 Plumas policy also includes a waiting period of one year on refunding programs that have lost State or Federal funding. The Children and Families Act prohibits the use of Prop 10 funds to supplant already funded programs. Ms. Russell said that the policy would give the Commission a procedure to follow. Commissioner Smart asked if County Counsel had reviewed the draft policy. Ms. Vieira stated that both draft policies presented at the meeting had been approved by County Counsel.

MOTION: Mr. Smart, seconded by Ms. Burney, moved to approve the Supplantation Prohibition Policy as presented. VOTE: The motion passed unanimously.

### **b. Complaint Procedure Policy**

Ms. Vieira referred the Commissioners to the written draft Complaint Protocols and Procedure, which had been reviewed by the County Counsel.

MOTION: Ms. Burney, seconded by Ms. Lopez, moved to approve the Complaint Protocols and Procedure as presented. VOTE: The motion passed unanimously.

## **VI. Commission Officers:**

Vice-Chairperson Russell noted that at the last meeting the Commissioners were asked to consider what roles they would be willing to fill on the Commission for the coming year, and to make nominations for the officers of Chairperson, Vice-Chairperson and Treasurer. Commissioner Russell had been nominated for Chairperson, and Commissioner Burney had been nominated for Vice-Chairperson. No nominations had been made for Treasurer. Commissioner Burney nominated Commissioner Davison for the position of Treasurer.

MOTION: Mr. Dennison, seconded by Ms. Burney, moved to elect Ms. Russell as Chairperson, Ms. Burney as Vice-Chairperson, and Ms. Davison as Treasurer, provided that she accepts the position. VOTE: The motion passed unanimously.

## **VIII. Public Comment:**

There were no public comments.

## **IX. Guest Speakers: SRI Regional Evaluation**

Louise Steenkamp is the SRI Regional Evaluation Coach for the six counties in the Northern California region. As part of the First 5 California Evaluation Team, SRI International provides management and coordination for the evaluation design, data collection system, reporting,

technical assistance workshops, and website. Other parts of the evaluation effort are provided by The Corporation for Standards and Outcomes (CS&O); the UCLA Center for Healthier Children, Families and Communities; and a variety of other consulting firms.

Ms. Steenkamp reviewed the purposes of the statewide evaluation and the questions that it is designed to address. Research on best practices, ongoing communication with the State (CCFC) and County Commissions (CCAFA), and input from the County Commissions via the Indicator Survey were used to design the evaluation framework. All 58 County Commissions responded to the indicator survey, which was tabulated overall and by region. The selected indicators represent consensus across County Commission regions and additional State Commission high-priorities.

Key indicators that will be used in the data collected for core participants include: low birth weight, adequate prenatal care, immunization status, well baby check-ups, regular medical home, health insurance, breast feeding, annual dental exams, smoke free homes, smoke free pregnancies, preschool participation, identification of children with disabilities and other special needs, and family reading/story-telling.

Elective indicators for core participants include: height/weight, receipt of developmental screenings, dental insurance, referral of children with disabilities and other special needs to services, participation in school readiness transition programs, teen pregnancies, living in poverty, food insecurity, housing stability, mother's educational attainment, mother screened for depression. Population based indicators and additional school readiness indicators will also be tracked.

Mary Sanders, the Data Systems Technician, explained the system that will be used to collect data. The Proposition 10 Evaluation Data System (PEDS) uses a centralized Internet-based application at [www.prop10evaluation.com](http://www.prop10evaluation.com) to collect data from funded programs, county commissions, and state evaluators. It will be provided to the County Commission and funded programs at no cost. PEDS pilots are ongoing in Shasta, Yuba, Imperial, Marin, Lake, and Merced counties, which should be completed in June. Additional counties will be added as the process is defined. Each county will determine whether they want to collect core participant data on individuals or aggregate data. All of the data collection will be HIPPA compliant. PEDS will print contract reports, track information about Plumas funded programs, automate the production of the Annual Report to First 5 California, assist in evaluation and future program planning, and reduce the amount of paperwork for the local commission. Ms. Sanders will provide PEDS readiness and PEDS training for the County Commissions and funded programs, as well as technical and application support

Ms. Steenkamp will be the point of contact for the Executive Director, local Evaluator or sub-committees, e.g. School Readiness, and help with matching the selected indicators, ensuring confidentiality and client consent, and using the revised Annual Report forms.

Susie Kocher said that she had seen the system demonstrated at a training workshop. She urged the Commissioners to take whatever steps are necessary to get the PEDS system on line as soon as possible, so that it can be a part of the funded programs contract negotiation process for next

fiscal year. Ms. Vieira said that it should be put on the agenda for discussion and action by the Commission. Ms. Vieira said that Ms. Kocher would be invited back to talk about the First 5 Plumas Evaluation Plan at a later date.

**X. Next Meetings:**

The next meeting is scheduled for June 11, 2003.

**XI. Adjournment:**

MOTION: Ms. Burney, seconded by Ms. Lopez, moved to adjourn the meeting. VOTE:  
The motion passed unanimously.

The meeting was adjourned at 10:52 a.m.

Minutes respectfully submitted by Diana Conen.